

CITY OF HOUSTON

Job Posting

Applications accepted from:
Job Classification
Posting Number
Department
Division
Section
Reporting Location

ALL PERSONS INTERESTED LABORATORY MANAGER PN #103128 HOUSTON POLICE DEPARTMENT CRIME LABORATORY N/A 1200 TRAVIS *

MONDAY - FRIDAY, 8:00 A.M. – 5:00 P.M.*

*Subject to change

9 DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Workdays & Hours

Directs and performs skilled technical work in planning, developing and executing DNA/Biology and Trace testing programs, including DNA, biological and chemical and other examinations of physical evidence to aid in the investigations of criminal cases. Oversees, plans, develops, and manages the DNA/Biology and Trace Programs. Schedules, supervises and evaluates the performance of subordinate personnel. Maintains laboratory supply and equipment inventory. Provides technical laboratory instructions to supervisors, criminalist and technicians. Provides technical assistance to District Attorneys, police officers and other law enforcement agencies and the public. Addresses the media as needed. Plans and coordinates special DNA and biological test to support grant initiatives. Plans and coordinates DNA, biological and trace analysis tests for use in the investigation of criminal cases and testifies as to findings. Provides for state-of-the-art testing and compliance with applicable State and Federal laws for Biology, Trace and DNA testing in forensic labs.

10 WORKING CONDITIONS

The position may occasionally require stooping, bending and/or lifting of items of up to 30 pounds.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Doctoral degree in Biology, Chemistry or other related natural science with coursework in biochemistry, molecular biology, genetic and statistics and/or population genetics plus four years experience in a forensic laboratory or a Masters in Biology, Chemistry or other related natural science with coursework as listed and five years experience in a forensic laboratory. Must submit transcripts to verify coursework.

12 MINIMUM EXPERIENCE REQUIREMENTS

Requires four years of forensic experience in DNA/Biology testing with a Doctoral degree or five years of forensic experience in DNA/Biology testing with a Master's degree and experience with administrative/technical or project implementation duties.

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Class "C" driver's license and be in compliance with the City of Houston's policy on driving. (AP 2-2).

14 PREFERENCES

13

Knowledge in the use of 310's, 3100's and robotics. Ability to implement and train in the use of Short Tandem Repeat DNA Testing in a forensic lab.

15 <u>SELECTION/SKILLS TESTS REQUIRED</u>

None.

16 | <u>SAFETY IMPACT POSITION</u> ■ Yes ? No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 <u>SALARY INFORMATION</u>

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range – Pay Grade 28</u> \$2,481.00 - \$3,039.00 Biweekly \$64,506.00 - \$79,014.00 Annually

18 *OPENING DATE* March 2, 2005

19 CLOSING DATE Open Until Filled

20 APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496.

An equal opportunity employer